

# Volunteers In Parks

## Job Description Sheet

Volunteers In Parks (VIP) can assist the National Park Service in many ways including visitor center operations, resource management projects, research work, historic and natural history programs, clerical assistance, historic restoration, park maintenance, and more.

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**Job Title: Museum Collections Assistant,  
Fort Smith National Historic Site**

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### **Job Description:**

The Fort Smith National Historic Site has thousands of museum artifacts, manuscripts, and photographs. Due to this, there is a need for a Museum Collections Assistant. This VIP will work in both the Visitor Center and the Curatorial Storage area. Jobs will include dusting, inventory and accessioning of items, rehousing files, helping with storage, photographing and scanning of artifacts. This job is ongoing year round. VIP uniform will be provided.

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### **Skills Needed / Preferred:**

- ability to walk, bend, stretch, and extend arms and lift up to 10 pounds
- ability to work in 65-68 degree environment
- willingness to be self-directed and to complete assigned tasks

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### **Goals / Outcomes of Job:**

Help provide safe storage and display of museum artifacts, manuscripts, and photographs that are important in preserving the history of Fort Smith. It will also allow staff and researchers an organized museum collection to further the study and appreciation of Fort Smith.

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### **Benefits to Volunteers (note training if applicable):**

Opportunity to work with original artifacts, manuscripts, and photographs; Build research, filing, and museum collections skills; help enhance researcher and park staff research ability; Gain experience with the National Park Service; VIP uniform provided.

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**Number of volunteers needed:** Numbers Vary

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<b>Location of Position:</b>	<b>Supervisor:</b>	<b>VIP Coordinator</b>	<b>Phone:</b>
Visitor Center and Curatorial Storage	Emily Lovick	Cody Faber	479-783-3961

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### **Firearms in the Park:**

Under 43 C.F.R. § 20.511, Departmental volunteers in the course of their official duties are prohibited from possessing firearms on property under control of the Department. Because of the stated purpose of the sponsors of Section 512 to provide uniformity under applicable state law from bureau-to-bureau, the potential liability issues that could result, and the absence of any criminal penalties applicable to this regulation, this Departmental policy continues to apply to all NPS/FWS employees and volunteers during their official duties. Volunteers who are not on official duty may possess firearms on Departmental lands under the same conditions applicable to members of the general public, according to P.L. 111-24, Section 512. For this purpose, volunteers are considered the same as other employees when engaged in their official activities.